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PTO/SB/21 (08-00)

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TRANSMITTAL FORM

(to be used for all correspondence after initial filing)

Application Number

09/175,589

Filing Date

October 20, 1998

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First Named Inventor

Jacobson

MAR 25 2003

Group Art Unit

2172

Examiner Name

Colbert, Ella

Technology Center 2100

Total Number of Pages in This Submission

8

Attorney Docket Number

M61-006-01-US

Formerly 12369.5US01

ENCLOSURES (check all that apply)

Fee Transmittal Form
 Fee Attached
 Amendment / Reply
 After Final
 Affidavits/declaration(s)
 Extension of Time Request
 Express Abandonment Request
 Information Disclosure Statement
 Certified Copy of Priority Document(s)
 Response to Missing Parts/ Incomplete Application
 Response to Missing Parts under 37 CFR 1.52 or 1.53

Assignment Papers (for an Application)
 Drawing(s)
 Licensing-related Papers
 Petition
 Petition to Convert to a Provisional Application
 Power of Attorney, Revocation
 Change of Correspondence Address
 Terminal Disclaimer
 Request for Refund
 CD, Number of CD(s) _____

After Allowance Communication to Group
 Appeal Communication to Board of Appeals and Interferences
 Appeal Communication to Group (Appeal Notice, Brief, Reply Brief)
 Proprietary Information
 Status Letter
 Other Enclosure(s), please identify below:

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Remarks

SIGNATURE OF APPLICANT, ATTORNEY, OR AGENT

Firm or Individual name	Moore & Hansen Customer Number 22,854
Signature	
Date	March 20, 2003

EXPRESS MAIL CERTIFICATE

"Express Mail" label number: EV 223677461US

Date of Deposit: March 20, 2003

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Typed or printed name April D. Kaplan

Signature



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Office
7/17/03

PATENT

IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

Applicant: JACOBSON Examiner: COLBERT, ELLA
Serial No.: 09/175,589 Group Art Unit: 2172
Filed: OCTOBER 20, 1998 Docket No.: M61-006-01-US
Title: ELECTRONIC RECORD MANAGEMENT SYSTEM

CERTIFICATE UNDER 37 CFR 1.10:

"Express Mail" label number: EV 223677461US Date of Deposit: March 20, 2003

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By: _____
Name: April D. Kaplan

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AMENDMENT AND RESPONSE

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Technology Center 2100

Commissioner for Patents
Washington, D.C. 20231

Dear Sir:

In response to the Office Action dated January 2, 2003, Applicant submits the following
Amendment and Remarks.

IN THE CLAIMS

Please amend claims 1, 10, 13, and 17 as follows:

1. [Fourth Amendment] In a distributed computing environment, a method for managing an electronic record for compliance with a pre-determined retention policy of an organization, the method comprising the steps of:

 creating an electronic tag that uniquely identifies the electronic record, the tag having at least one field for characterizing the record;

 storing the at least one electronic tag in a central repository;
 sending the electronic record to a recipient; and

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